

Recordkeeping Violation Documentation Worksheet (blank)

OPTIONAL

RECORDKEEPING VIOLATION DOCUMENTATION WORKSHEET

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(This Form Effective - January 1, 2002)

1. UNIQUE CASE NUMBER: _____
(Designate a number that will stay the same at all times. Example: OSHA-98-1, where OSHA means it was discovered by us, 98 is the year, and the numbers will be in sequence.)

2. DATE OF INJURY/ILLNESS: _____

3. WAS CASE RECORDED ON LOG? (Please check one)
[] Yes (If yes, enter log case number here _____; continue to Table 1 then to Table 2)
[] No (If no, then continue to Table 2)

Table 1. If yes, copy information from columns **G** through **M** of the employer's 300 log entry.

G	H	I	J	K	L

Table 2. If recorded incorrectly in Table 1, or not recorded at all, correctly record here.

G	H	I	J	K	L

4. INJURY/ILLNESS INFORMATION: (From 300 Log, Items 1-5 of Column M) 1) If Injury Check here []
If Illness, Check type: 2) Skin Disorder [] 3) Poisonings []
4) Respiratory Condition [] 5) All Other Illnesses []

5. WORK RELATIONSHIP: Describe event or exposure including placement of employee on or off premises; OSHA 301 equivalent or company accident report often provides this information. Ex: Cut finger while loading scrap metal at work; Broke arm in auto accident while driving to customer's office, develops dermatitis from cleaning parts with solvent on premises.

6. BASIS FOR RECORDABILITY: (Check all that apply and provide details in comments section below)
☑ Death (D) ----- [] ☑ Medical Treatment beyond First Aid (MT) ----- []
☑ Days away from work (DA) --- [] ☑ A significant injury or illness diagnosed by a physician
☑ Loss of consciousness (LC) ----- [] or other health care professional (SI) ----- []
☑ Restricted work or transfer to another job (RT) ----- [] ☑ Recordable condition under 1904.8 thru 1904.12 (needlestick, TB, hearing loss, etc.) ----- []

7. COMMENTS: (Be specific and show all relevant information) Examples: MT-Naprosyn 440 mg BID (twice a day); DAW-RWT - give dates (9/14/02-9/21/02); SI - Aplastic Anemia from Benzene exposure

8. SUPPORTING DOCUMENTATION OR EVIDENCE: (Check all documentation used for substantiating case recordability)
☑ OSHA 300 Form [] ☑ Employee roster (payroll) [] ☑ Medical Records/Files []
☑ Nurse/Doctor/Clinic logs [] ☑ Insurers' accident reports [] ☑ Company Accident Reports []
☑ Absentee Records [] ☑ Company First Aid Reports [] ☑ Union Records []
☑ Accident and Health Benefit Insurance [] ☑ OSHA 301 Form or Workers' Comp. Equivalent []
☑ State Workers' Compensation Form [] ☑ Other (Specify) _____ []